

Sample Storm Water Pollution Prevention Plan

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature: _____

Title: _____

The information and best management practices included in this sample plan are examples. Your plan may require more or less information to be in compliance with the permit requirements for Storm Water Discharges Associated with Industrial Activity.

**If you would like an electronic copy of this document,
please send your request to albert.spangler@state.sd.us.**

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GENERAL FACILITY INFORMATION

Name of Facility: _____

Facility Address: _____

Legal Location: _____

Facility Contact:

Name: _____

Title: _____

Telephone: _____

Mailing Address: _____

Owner: _____

Operator: _____

(if different from Owner)

Standard Industrial classification (SIC) Code: _____

Permit Information:

Permit Number: _____

Effective Date of Coverage: _____

Number of Storm Water Outfalls: _____

Receiving Waters: _____

Emergency Contact:

Name: _____

Telephone: _____

1.0 OVERVIEW

1.1 INTRODUCTION

This storm water pollution prevention plan (SWPPP) covers the operations at _____ . It has been developed as required under Part IV.C of the South Dakota Surface Water Discharge Program's General Permit for Storm Water Discharges Associate with Industrial Activity. This SWPPP describes this facility and its operations, identifies potential sources of storm water pollution at the facility, recommends appropriate best management practices (BMPs) or pollution control measures to reduce the discharge of pollutants in storm water runoff, and provides for periodic review of this SWPPP.

1.2 OBJECTIVES

The goal of the storm water permit program is to improve the quality of surface waters by reducing the amount of pollutants potentially contained in the storm water runoff being discharged. Industrial facilities subject to storm water permit requirements must prepare and implement an SWPPP for their facility.

The objective of this SWPPP is three-fold:

1. to identify potential sources of pollution at

(facility name)

2. to describe best management practices (BMPs) which are to be used at _____
(facility name)

3. to provide other elements such as, but not limited to, a facility inspection program, site compliance evaluation program, record keeping and reporting program that will help

(facility name)

comply with the terms and conditions of their storm water discharge permit

2.0 STORM WATER POLLUTION PREVENTION TEAM

The storm water pollution prevention team is responsible for developing, implementing, maintaining, and revising this SWPPP. The members of the team are familiar with the management and operations of

(facility name)

The member(s) of the team and their primary responsibilities (i.e. implementing, maintaining, record keeping, submitting reports, conducting inspections, employee training, conducting the annual compliance evaluation, testing for non-storm water discharges, signing the required certifications) are as follows:

[illegible]

3.0 POTENTIAL SOURCES OF POLLUTANTS

3.1 SITE MAP

Figure 1 presents a site map of the facility showing the following features:

- property boundaries
- buildings and other permanent structures
- storage or disposal areas for significant materials
- storm water discharge outfalls (locations where storm water is, or may be, discharged)
- location of storm water inlets contributing to each outfall
- outlines of drainage areas contributing to each outfall
- structural runoff controls and storm water treatment facilities
- areas of vegetation
- areas of exposed and/or erodible soils
- impervious surfaces (roof tops, asphalt, concrete)
- names and locations of receiving waters
- areas of known or suspected spills or leaks
- locations where the following activities are exposed to storm water:
 - fueling stations
 - vehicle and equipment maintenance and/or cleaning areas
 - loading/unloading areas
 - waste storage, treatment, or disposal areas
 - liquid storage tanks
 - equipment operating areas
 - processing areas
 - storage areas
- any other areas deemed appropriate

FIGURE 1.

XYZ SAND & GRAVEL
SOMEWHERE, SD



Another site map example

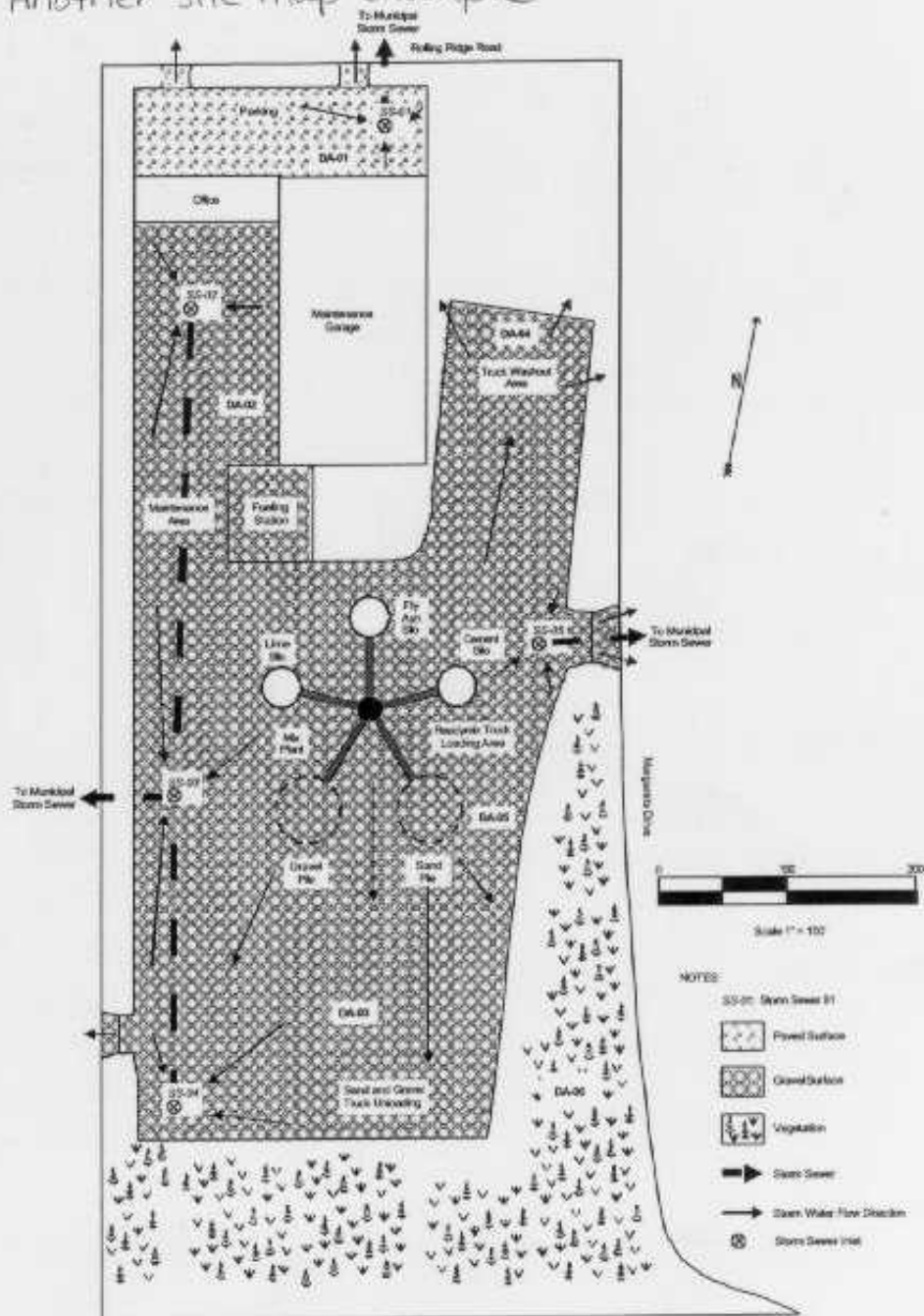


Figure 2. Site Map with Drainage Areas and Storm Water Flow (Prior to BMP Implementation)

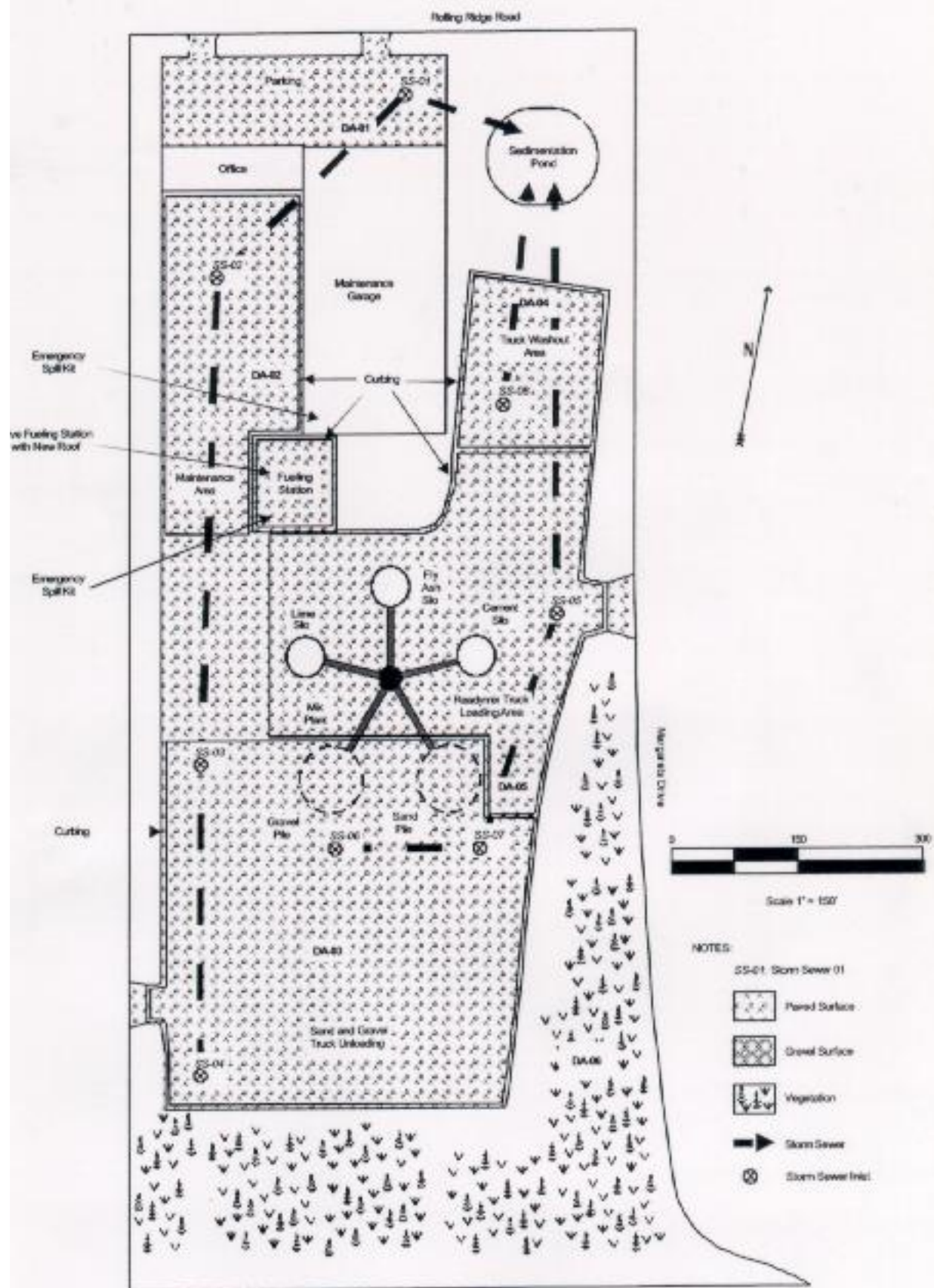


Figure 3. Site Map with Structural BMPs

3.2 INVENTORY OF EXPOSED MATERIALS

The permit requires a general inventory of significant materials on site. For each significant material on site an evaluation is to be conducted to determine the potential for these materials to be contributed to the runoff being discharged from the facility. Areas to focus on may include:

- loading and unloading areas
- other material handling operations (fuel pumps, etc.)
- outdoor storage areas
- processes which generate dust or particulate matter
- roof vents, stacks, and blowers
- waste generating areas
- waste disposal practices
- maintenance and cleaning practices for vehicles and equipment
- sites of environmental contamination
- areas where spills of polluting materials have occurred in the past three years
- any other areas deemed appropriate

Include the ways in which these materials might be exposed to the storm water runoff. And identify the outfalls from which the materials may be discharged if a release should occur.

[illegible]

3.3 LIST OF PAST SPILLS AND LEAKS

The permit requires a listing of oil and other polluting materials that have been spilled or leaked over the three years prior to the completion of the plan be included in the plan. Also include the date, volume of materials, the exact location of each release, and the actions taken to clean up the materials and/or prevent exposure of the materials to storm water runoff or contamination of surface waters of the state. (If there have been no spills of polluting materials, state that in this section).

[illegible]

3.4 SUMMARY OF SAMPLING DATA

Not all facilities will have sampling data available. If there is data available for your facility, it shall be included in the SWPPP. If there is no data available, please state that in this section.

The following is a summary of the sampling data available for

(facility name)

Include sampling date, sampling location, parameters measured, sample results, the initials of the individual who collected the sample(s), and any additional information.

[illegible]

4.0 BEST MANAGEMENT PRACTICES

Storm water management controls, or best management practices (BMPs), will be implemented to reduce the amount of pollutants in storm water discharged

from _____
(facility name)

4.1 PREVENTIVE MAINTENANCE

Preventive Maintenance involves the regular inspection, testing, and cleaning of storm water management devices and facility equipment. These inspections will help prevent conditions that could cause breakdowns or failures resulting in discharges of pollutants.

The following equipment/activities will be included in the preventive maintenance program. (Examples: fuel pumps, storage tanks for waste fluids, all structural controls, etc.)

[illegible]

4.2 GOOD HOUSEKEEPING PRACTICES

Good housekeeping practices are designed to maintain a clean and orderly work environment. This will reduce the potential for significant materials to come into contact with storm water. A maintenance schedule shall be developed for these areas.

The following practices are included in our good housekeeping routine. (Examples: keeping the pump area clean, keeping an accurate inventory, sweeping paved areas and floors, picking up repair facilities, etc.)

[illegible]

4.3 SPILL PREVENTION AND RESPONSE PROCEDURES

This SWPPP specifies material handling procedures and storage requirements for significant materials. Equipment and procedures necessary for cleaning up spills and preventing the spilled materials from being discharged have also been identified. All employees have been made aware of the proper procedures.

_____ is the designated person responsible for spill prevention at _____

(facility name)

and has set up the necessary spill emergency procedures and reporting requirements so that spills and emergency releases chemicals can be isolated and contained.

The following procedures have been developed for spill response for our facility. (Examples of areas to include: pumping station, maintenance and repair areas, wash areas, etc.)

[illegible]

4.4 SEDIMENTATION CONTROL MEASURES

There may be certain areas at the facility that are prone to soil erosion, due to topography, activities, or other factors. These areas need to be protected, and the soil kept out of the storm water discharge. (If there are no areas prone to soil erosion state that in this section, otherwise indicate structural, vegetative, or stabilization measures used to reduce or eliminate erosion.)

[illegible]

4.5 EMPLOYEE TRAINING

Employee training will be a major component in ensuring the success of the facilities SWPPP. The more knowledgeable all employees are about the facility's SWPPP and what is expected of them, the greater the chance that the plan will be successful.

The following is a description of the employee training programs to be implemented to inform appropriate personnel at all levels of responsibility of the components and goals of the SWPPP. (Examples: good housekeeping practices, spill prevention and response procedures, waste minimization practices, informing customers of facility policies, etc.)

[illegible]

4.5 OTHER CONTROLS

There are other control measures that can be used that may not fit into one of the previously mentioned categories.

The following additional controls are implemented at the facility: (Examples: sumps, oil/water separators, sand filters, vegetative filters, basins [collection, retention, detention], reduce, reuse, and recycle materials, etc.)

[illegible]

5.0 Inspections

5.1 COMPREHENSIVE SITE EVALUATION

Comprehensive inspections of the facility (equipment, plant areas, and structural controls) are required by the permit. These inspections must occur at least once every year. Records of the inspections must be kept on file with the SWPPP.

The following is a description of our facilities comprehensive inspection schedule.

5.2 PERIODIC INSPECTIONS

In addition to the comprehensive site compliance evaluations described above, periodic inspections are also required by the permit. These inspections shall assure the proper operation of the equipment and all storm water controls. A set of tracking or follow-up procedures shall be used to ensure that appropriate actions are taken in response to the inspections. Records of all inspections shall be maintained in the plan.

The following is a description of our facilities comprehensive inspection schedule, including the frequency and the equipment and areas of the facility that shall be inspected.

6.0 NON-STORM WATER DISCHARGES

The permit requires that all discharge locations be evaluated for the presence of non-storm water discharges. Any unauthorized storm water dischargers must be eliminated, or covered under Surface Water Discharge (SWD) permit. Certification that there are no unauthorized discharges must be included with the pollution prevention plan. The following is a list of non-storm water discharges authorized under the general permit.

Fire fighting training activities, routine external building washdown where no detergents were used, pavement washwaters where detergents are not used and where spills or leaks of toxic or hazardous materials have not occurred; dust suppression, when used as a best management practice, air conditioning condensate, springs, and uncontaminated ground water.

The following table summarizes the evaluation results.

Date	Outfall	Method	Evaluator	Observations (are there any non-storm water discharges? Authorized or unauthorized?)	Date Corrected

CERTIFICATION OF EVALUATION OF NON-STORM WATER DISCHARGES

I certify under penalty of law that the storm water drainage system in this SWPPP has been tested or evaluated for the presence of non-storm water discharges either by me, or under my direction and supervision. To the best of my knowledge and belief, the information submitted is true, accurate, and complete. And at the time this plan was completed no unauthorized discharges were present. I am aware that there are significant penalties for submitting false information, including the possibility of fine or imprisonment for knowing violations.

(Signature)

(Date)

(Printed Name)

(Title)

7.0 RECORD KEEPING AND REPORTING

The permit requires that records of all preventive maintenance inspections, the comprehensive site evaluations, incident descriptions (such as spills or other discharges), and other information describing the quality and quantity of storm water discharges be included with the storm water pollution prevention plan.

These records must be made available upon request. In the case of facilities which discharge storm water to a municipal separate storm sewer system, the records must also be made available to the operator of the municipal system.

7.1 STORM WATER POLLUTION PREVENTION PLAN

The permit requires that _____ review the effectiveness of the SWPPP and make changes as needed. A record shall be kept of any changes that have been made, the reason for the changes, any spills that occurred, what actions were taken as result of the spill, inspection results, and any other information relevant to the SWPPP. The SWPPP is to be retained on site. It does not need to be submitted to the DENR.

7.2 SAMPLE RECORD KEEPING AND REPORTING FORMS

The following pages contain sample forms for the record keeping and reporting associated with the SWPPP. The following forms are examples, they are not required to be used by your facility.

- Significant Spill Report
- Non-storm Water Inspection Report
- Employee Training
- Good Housekeeping
- Preventive Maintenance
- Storm Water Inspection Report

SIGNIFICANT SPILL REPORT

Date of Occurrence: _____

Discovered by Whom: _____

Location: _____

Material Type & Volume: _____

Cause of Spill: _____

Corrective Action Taken: _____

Agencies/Persons Contacted: _____

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature

NON-STORM WATER INSPECTION REPORT

Date of Inspection: _____ Time: _____

Inspected by (printed name): _____

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Signature: _____

Description of type of inspection (check those that apply):

visual observation	dye tests	smoke tests	TV line survey
analysis of accurate schematics	sampling/monitoring		

Observations/Results: _____

Are there any non-storm water discharges? yes no

Is the discharge authorized under this permit? yes no

Is the discharge covered under another National Pollutant Discharge Elimination System (NPDES) permit? yes no

Are significant structural changes required to eliminate the discharge? yes no

EMPLOYEE TRAINING

Date of Session: _____

Time: _____

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Trainer : _____
(printed)

(Signature)

Attendees (names, printed):

Signature:

Topics Covered: _____

GOOD HOUSEKEEPING

Date: _____

Time: _____

Inspected by (printed): _____

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Signature: _____

[illegible]

PREVENTIVE MAINTENANCE

Date: _____

Time: _____

Inspected by (printed): _____

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Signature: _____

[illegible]

COMPREHENSIVE INSPECTION

Date: _____

Time: _____

Inspected by (printed): _____

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Signature: _____

[illegible]